

GOVERNANCE 2.12: Health and Safety

Rationale:

The Health and Safety at work Act 2016 and any subsequent amendments imposes duties on employees and employers. The main principle of the Act is that both the employer and the employee have responsibilities to ensure the work environment is kept as safe and healthy as possible.

To ensure the equipment and resources in the centre are maintained at a high standard of repair.

The management committee will continuously commit to ongoing improvement in health and safety and will comply with all relevant health and safety legislation.

Employers:

1. All practical steps must be taken to ensure the safety of employees whilst at work.
2. Ensure that steps to identify existing and new hazards to employees are in place, and must regularly assess that each new hazard is identified in terms of significance.
3. Provide reasonable opportunities for employees to participate in health and safety issues.
4. Employers will ensure all staff will undergo a health and safety induction upon starting work at the centre.
5. Contractors will be given a contract to sign that identifies their responsibilities while working at the centre
6. Will provide support the safe and early return to work of injured employees

Employees:

All employees must take steps to ensure:

1. Their own safety at work, and
2. That no action or lack of action whilst at work causes harm to themselves or any other person.
3. All staff will be informed of, hold an understanding of and accepting their responsibility for eliminating or minimizing the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area.

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Related Documents:

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| • H&S Employee Participation Scheme | • Use of Vehicles Policy |
| • Traumatic Incident Management Plan | • Procedures for Parents Right of Entry |
| • Pandemic Continuity Plan | • Accident Register [Staff and Children] |
| • Hazard Identification | • Smoke Free Policy |
| • Hazard Report Form | • Visitors to the Centre Policy |
| • Daily safety checks | • Outdoor Policy |
| • Playground Safety Management System | • Medication and Sickness Policy |
| • Health Promoting Philosophy | • Infectious Diseases Exclusion Policy |
| • Child Abuse Policy | • Section Health & Safety related procedures |
| • Evacuation Scheme | • HIV/Aids & other Blood-Borne Diseases Policy |

Health and Safety Procedures

1. Staff will promptly report any hazards to the Centre Manager.
2. Staff will follow all procedures to keep compliance with the Health and Safety in Employment Act 1992, Education [Early Childhood Services] Regulations 2008 and the Licensing Criteria for early Childhood Education and Care Centres 2008 such as:
 - Accident registers and records.
 - Maintenance schedules.
 - Attend all relevant training.
3. Staff will assess and control hazards as identified in the Centre's Hazard Identification Registers.
4. Staff will monitor their health to ensure that they are fit to work with children in line with Early Childhood Education Regulations 2008.